

High Sick Leave Consumption Codes & Regulations

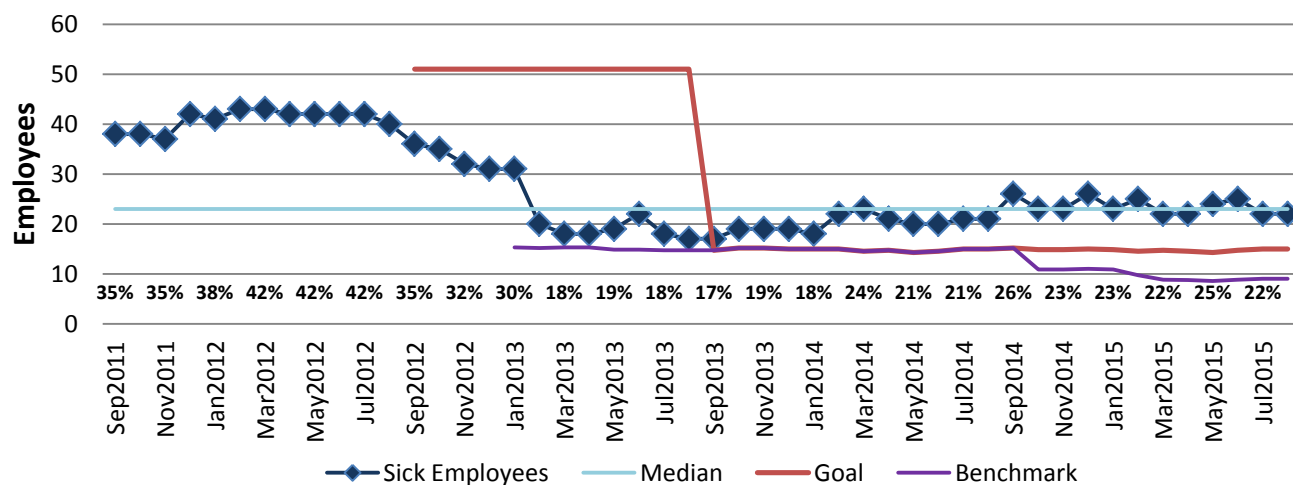


KPI Owner: Debbie Howell

Process: Sick Leave Management

Baseline, Goal, & Benchmark		Source Summary	Continuous Improvement Summary		
Baseline: FY13 Monthly Average: 39 employees Goal: Reduce the number of employees with high sick leave consumption to no more than 15% of the total number of Codes and Regulations employees Benchmark: 9% LMG Top Quartile Oct2015		Data Source: Payable Time Peoplesoft Goal Source: Department Leadership Team Benchmark Source: OPI sick leave study	Plan-Do-Check-Act Step 8: Monitor and diagnose Measurement Method: # of employees who used 9 or more out of 12 sick ¹ days in a 12 month period; rate calculated by dividing by total employees Why Measure: Promote a culture in which sick time is used appropriately Next Improvement Step: TBD		
How Are We Doing?					
Sep2014-Aug2015 12 Month Avg Goal	Sep2014-Aug2015 12 Month Average		Aug2015 Goal	Aug2015 Actual	
15	24		15	22	
Employees	Employees		Employees	Employees	

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The seven basic quality tools, "5 Whys" technique, brainstorming and other methods will be applied to the measure graphed above. The purpose of using the tools/methods is to understand what makes performance less than desirable if performance is not best in class.